

## RECORDING REQUIREMENTS

Requirements pursuant to RCWs 65.04.45 and 56.04.0487, effective January 1, 1997.

- \* First page of each document must have a **3 inch top margin and 1 inch side and bottom margins**. All succeeding pages must have a **1 inch margin on all sides** of each page.
- \* Documents that must be recorded immediately that do not meet **margin and font size** requirements may be recorded for an additional fee of **\$50.00** per RCW 65.04. A fully completed **cover sheet, with non-standard recording request portion signed by document preparer**, must be attached to each non-complying document. To calculate non-standard recording fee, determine normal per page recording fee for each document, then add **\$50.00** to each fee. Non-standard documents are **NOT EXEMPT** from the requirement that they be fully legible.
- \* The **first page** of each document must contain the following information:
  1. Return address in upper left corner, **within 3" top margin**
  2. Document title
  3. Name of grantor and grantee, with reference to page where additional names are located.
  4. Abbreviated legal description, with reference to page where complete legal is located. Abbreviated legal for this purpose means either lot, block and subdivision name/number OR section/ township/range and quarter/quarter section.
  5. Reference number(s) if referencing a previously recorded document.
  6. Assessor's tax parcel number on a line **separate** from other text, if the document contains a legal description.
- \* Effective July 24, 2005, instruments that are not presented by governmental agencies may not contain a **social security number, date of birth or mother's maiden name** that can be identified with a particular person.
- \* If required indexing information does not appear on the first page of the document, a cover sheet must be completed listing all of the necessary information. Fee to record will increase by \$1.00 if cover sheet is attached.
- \* Page size may not exceed **8 1/2 by 14 inches**.
- \* Font size must be **8 point** or larger and information on **all pages** must be legible and reproducible, including map pages.
- \* Paper and ink must be of a weight and color capable of producing a legible image.
- \* No attachments are permitted (i.e. stapled/taped notary acknowledgements, legals, etc.

**Failure to meet the requirements of this statute will result in document(s) being returned without being recorded. Please call (253) 798-7440 + 0 if you have any questions.**

You may access the complete tax of RCWs on the internet at [www.leg.wa.gov](http://www.leg.wa.gov).



# Pierce County

## Auditor's Office

Pat McCarthy  
Pierce County Auditor

Keri Rawlings-Rooney  
Chief Deputy Auditor

Mary Schmidtke  
Fiscal Manager

Steve Kosche  
Information Specialist

Lori Augino  
Elections Manager

Michael Rooney  
Elections Supervisor

Vickie Chasco  
Licensing/Recording  
Manager

Patti Shay  
Licensing Supervisor

Lisa Drury  
Recording Supervisor

### PLEASE RETURN THIS FORM WHEN RESUBMITTING DOCUMENT(S)

#### Your document HAS NOT been recorded because:

\_\_\_ Document does not meet our state's margin requirements and needs to be reformatted **OR** you may pay an additional fee to record it as a non-standard emergency recording – see highlighted information on reverse.

\_\_\_ Document requires a **fully completed** cover sheet for the reason highlighted on reverse.

\_\_\_ Indexing information is omitted or incorrect on first page or cover sheet – see highlighted information on reverse.

\_\_\_ Notary signature/seal is omitted.

\_\_\_ \$ \_\_\_\_\_ is correct recording fee \_\_\_\_\_.

- \_\_\_ Includes cover sheet/non-standard fee
- \_\_\_ Multiple-transaction document
- \_\_\_ Unable to make refund
- \_\_\_ See attached fee schedule
- \_\_\_ Document(s) sent without payment
- \_\_\_ Payment sent without document(s)
- \_\_\_ Too much money sent; returning check(s) for \$ \_\_\_\_\_.
- \_\_\_ Too little money sent; returning check(s) for \$ \_\_\_\_\_.
- \_\_\_ "Request for Full Recon" needs to go to Trustee for proper release

\_\_\_ Property is not in Pierce County.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Please call (253) 798-7440 + 0 if you have any questions. Thank you.

Website: [WWW.PIERCECOUNTYWAWA.ORG/AUDITOR](http://WWW.PIERCECOUNTYWAWA.ORG/AUDITOR)

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# RECEIVED

## OCT 10 2007

2401 South 35th Street, Room 200 • Tacoma, WA 98409-7481

[www.piercecountywa.org/auditor](http://www.piercecountywa.org/auditor)

PUBLIC WORKS & UTILITIES  
ENVIRONMENTAL SERVICES BLDG

Administration  
P 253.798.3189  
F 253.798.3182

Elections  
P 253.798.7430  
F 253.798.2761  
P 800.446.4979

Recording  
P 253.798.7440  
F 253.798.2623

Licensing  
P 253.798.3649  
F 253.798.3701

Name & Return Address:

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Please print legibly or type information.

Document Title (Or transaction contained therein)
Grantor(s) (Last name first, then first name, middle name)  ____ Additional Names on Page ____ of Document
Grantee(s) (Last name first, then first name, middle name)  ____ Additional Names on Page ____ of Document
Legal Description (Abbreviated: i.e., lot, block & subdivision name or number OR section/township/range and quarter/quarter section)  Complete Legal Description on Page ____ of Document
Auditor's Reference Number(s)
Assessor's Property Tax Parcel/Account Number(s)
<p>The Auditor/Recorder will rely on the information provided on this cover sheet. The staff will not read the document to verify the accuracy or completeness of the indexing information provided herein. <b>IF YOU REPRODUCE THIS FORM, BE SURE MARGINS REMAIN 3 INCHES AT THE TOP AND 1 INCH ON SIDES AND BOTTOM.</b></p> <p>gpcovst.lst 2/98</p>

## NON-STANDARD RECORDING REQUEST

I am requesting an emergency nonstandard recording for an additional fee as provided in RCW 36.18.010. I understand that the recording processing requirements may cover up or otherwise obscure some part of the text of the original document.

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Signature of person preparing document